

Water Plan Standing Charter Language

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All Water Plan advisory groups operate under similar basic ground rules and with the following basic charter guidelines. Please feel free to contact your facilitator or group leader if you have questions regarding the standing Charter Language.

1. EXECUTIVE SPONSOR

The Deputy Director responsible for production of the California Water Plan Update, within the Department of Water Resources, or his/her designee, serves as Executive Sponsor.

2. MEMBERSHIP

Members serve at the pleasure of the Executive Sponsor and may be added or removed as appropriate. The Executive Sponsor shall:

1. Seek to maintain a balance of perspectives in the group,
2. Have the ultimate responsibility for all appointments

Members serve as individuals and are expected to be proficient in the area of discussion and/or represent a specified community or constituency with a “stake” in California’s Water Plan.

3. ATTENDANCE

Members commit to maintaining the integrity of the group by attending meetings and will contact the Group Facilitator or Leader if unable to attend.

4. ROLES

4.1 Individual Members will:

- Act as a liaison to communicate information to and from their organization
- Act in a manner that will enhance trust among fellow members
- Contribute data/information to clarify issues and eliminate false assumptions
- Act collaboratively and seek common ground where possible.
- As provided for under the Disclosure Clause (Section 8), act in good faith.

4.2 The Water Plan Team will:

- Provide staff support and, as needed, a professional Facilitator for the meetings
 - Collect and organize data
 - Draft text for group review
 - Provide technical support to the effort
 - Provide for the physical arrangements for the meeting
 - Provide requested information

4.3 Facilitators will:

- Provide meeting and facilitation support to the effort
- Ensure the fairness and transparency of the process
- Provide process advice

4.4 Executive Sponsor will:

- Provide resources for the effort
- In consultation with other State Agencies, provide the policy perspective of the Administration
- Provide overall direction

4.5 Public Advisory Committee Co-lead Roles

At least one member of the Water Plan Public Advisory Committee will serve as a Co-Lead to each chartered Water Plan Public Advisory Committee Caucus. Liaisons assist the Water Plan Team and Facilitators in Co-Leading the Caucus.

At the request of State Agency Steering Committee and/or Tribal Advisory Committee, representatives of those bodies may serve as Caucus Liaisons. Liaisons assist the Co-Leads, the Water Plan Team and Facilitators in developing

Caucus meeting agendas and reviewing materials for use with the full Caucus. A key goal is to ensure that Caucus meetings are relevant and on point to address key topics deemed as important by the other Caucus members and the bodies that the Caucus Liaison is representing.

In addition to the Liaisons, Non-Public Advisory Committee Caucus members may serve as Co-leads of a Public Advisory Committee Caucus. Co-leads assist the Water Plan Team and Facilitators in developing Caucus meeting agendas and review materials for use with the full Caucus to ensure that Caucus meetings are relevant and on point to address key topics deemed as important by the other Caucus members and interested Water Plan Stakeholders.

In addition to their responsibilities as Individual Members of the Caucus, Co-Leads and Liaisons will:

- Consider the needs of the full Caucus and the larger Water Plan stakeholder audience in reviewing and providing guidance on meeting preparations
- Serve as an equal in Caucus deliberations
Enhance trust among fellow members
- Be selected by and serve at the pleasure of the Water Plan executive sponsor

5. MEETING SCHEDULE

Meetings will be convened as outlined in the specific Group Charge, on a regular basis and with notice provided in advance.

6. INTERNAL AND EXTERNAL COMMUNICATIONS

Minutes of meetings will be available to Members at a reasonable time frame after the meeting. Members are encouraged to provide briefings on Water Plan activities to their organizations.

The Executive Sponsor may also provide briefings on group activities to key Executive staff of the Resources Agency, other Agencies and the Governor's Office.

To maintain the most productive communications, Members are asked to adopt the following guidelines:

1. People will represent comments made in meetings as organizational or general group comments. Avoid personal references.
2. No specific point of view may be attributed as a statement or position of the group without an explicit agreement to do so.
3. Parties agree to act in Good Faith in all aspects of this consensus-seeking process and to communicate their interests. Offers made in frank conversations will not be used against any party. This provision will not restrict the ability of Members to speak to the press or pursue legal strategies in the future.
4. Personal attacks or stereotyping will not be acceptable. Members will refrain from impugning the motivations or intentions of others.
5. Parties agree to not make commitments they do not intend to follow through with
6. Parties will act consistently in other forums where similar issues are being discussed, including the press.
7. Parties agree to make a concerted effort to provide requested information to other Members or explain the reason why they could not do so.

7. WITHDRAWAL

Any Member or the Facilitator may withdraw at any time. Those withdrawing will be asked to communicate the reasons for withdrawal. Those leaving are expected to maintain the integrity of the ground rules and the process.

8. DISCLOSURE

During the course of the Water Plan deliberations it is likely significant policy issues will be discussed.

It is recognized that Members are associated with operating organizations and groups and have an obligation to make management decisions and take actions necessary for the proper function of those organizations. A stakeholder group may engage in such decisions and actions individually, or as a member of a coalition along with other stakeholder or non-stakeholder groups. The Water Plan Process is a long-term effort and during the course of Plan Updates, it is understood that stakeholder groups or coalitions will take public positions to protect their immediate interests. It is understood these interests may conflict with what is or might be derived from the Water Plan negotiations at any given point in time. Public positions taken in this context will not be considered a lack of commitment to the long-term mission.

Members embarking on a course that may result in conflict with immediate Water Plan deliberations are asked to advise the Facilitators and/or Group Leaders of potential and pending activities. These may include significant financial or policy decisions, proposed legislation, and public position statements by the groups regarding issues under the scope of the Water Plan. It is asked that this be done at the earliest feasible opportunity and the member suggest the best method to provide disclosure to the full group should it involve issues under the purview of the group. Such prior disclosure is not intended to prevent a Member from proceeding but instead is intended as a method to keep the group informed.

9. DECISION MAKING PROCESS

The Water Plan is a consensus seeking process. Specific items moved forward as a group product will be considered by the full body. Members will be permitted to note their level of consensus as ranging from Unqualified Support, Strong Support, General Support, Qualified Support, to Fundamental Disagreement. An issue without a broad degree of support will not move forward as a group product. The level of support for various items will be recorded. If an item receives a level of Fundamental Disagreement, the group will be asked to continue working until it appears a resolution is not attainable, or move on to an area where more agreement is possible. At that time the Executive Sponsor will note the nature of the disagreement and make a determination as to the best way to proceed in the particular issue area.

It is understood that Members may not always be able to commit their agency/organization to a particular conclusion; however, Members will operate and represent their organizations in good faith and contribute the best available information. Members are not required to commit to a position on any item.

10. OTHER

The Charter describes the work of the group. Changes may be adopted at the concurrence of the Members and the Executive Sponsor.